



June 1, 2012

Please print a copy of this newsletter for staff that do not have e-mail.

ACCELA
Government Software

focus

Designed for all staff and departments who use Accela

Project Status Report

June is going to prove to be the most important month of the entire conversion project to-date. The system build must be completely finished by the end of June. All of the record types must be functional. All records, fees, workflow, and Scripts must be in working order. Clean up of data has to be completed and run through the Accela Data Mapping Tool processes where the end result of the conversion -- a staging file -- is then loaded into the Accela Automation database. This first pass of data conversion must yield converted data for our Accela Automation database. The data conversion is pivotal as true record testing and report writing is dependent upon it. We must be prepared to begin User Acceptance Testing (UAT) the week of July 2. This effort includes all reports that will be needed to complete the operation of the system; reports such as activity reports, receipts, and other documents/letters. So, June holds all of the activities that truly come together from the previous months of temple scratching, configuration, and building.

Overall, we have tracked really well with the project schedule up to this point. However, for the first time we have a task that is not on target. Conversion. Subject Matter Experts (SME's) are absolutely buried with the details of our conversion effort at this very moment. The SME's have been challenged with this conversion effort; it is enormous and the work is extremely tedious. All SME's have indicated that the conversion effort has been underestimated in the original base project plan. A key reason the conversion is so difficult is that Permits Plus has so many years of data, application customization, and composition versioning.

The SME's also are working simultaneously through another crucial effort. The SME's are trying to complete the Script writing which is a substantial effort. We have done two things to help the SME's keep moving forward the Script writing effort. This week we brought Accela's Matt Hart on-site. There has been a tremendous effort by Matt and the SME's meeting during long days in a classroom/work room environment utilizing the Accela Analysis Center. All SME's are bringing their toughest Scripts to work through them utilizing Matt's expertise. Matt is doing a wonderful job working with the SME's and supporting their Script writing efforts. For some of the SME's though, this is their first exposure to Script writing since they attended the EMSE Script web-x class. Matt's work with the SME's is helping move things along. Second, Building and Safety has the brunt of conversion and Script writing efforts. To help the project pace continue to move forward, we are redirecting the unused hours from the Statement of Work for Accela's IVR Professional Services to additional Accela Professional Services to help Building and Safety's Script writing effort. At the time of this report, Accela is waiting for us to send them our list of Scripts so that they can begin to dig into them.

So many other parallel sub-projects continue to gain momentum. We are bringing our Accela Project Manager, Rocky Copeland, on-site next week to help move some of these other sub-projects along. We will be meeting internally to make progress on credit cards at the DSC counter and credit card processing through Accela

Citizen Access. In addition, we hope to gain some additional insight into our Crystal implementation. We will be meeting with eDocument Resources to nail down Accela specific needs for the electronic data management system component -- On Base. We also will have project planning and project status report meetings.

Okay, even though conversion is a real grind at this very moment and Script writing is consuming our time, we still are optimistic about making the September implementation. Everyone is doing everything he or she can possibly do to continue forging ahead to meet the project milestones.

Our report building efforts are still looming. We are trying to prepare for our report development effort while the conversion and script writing is in progress. We have Crystal Reports training mapped to S drives for those who will need the training. The Crystal Reports environment is idling waiting for development activity. Accela's Adapter is tied to our Crystal Reports and the test reports have been loaded into our "Lincoln Folder" which has been defined to our TEST and DEV environments. The Accela Reports Manager is working with Crystal and the test reports have been defined through this facility and executed as a test. Along with the Crystal Reports self study we also will be scheduling coursework for Accela's DB (database) Schema. Yikes! That is a lot to move into right on the heels of conversion and Script writing. We expect that most of the reports needed for the testing slated in July will be ready. Accela is contracted to complete 60 reports. Accela has made considerable progress; many of these reports in the group of 60 will be included as part of the UAT in July. Report writing will undoubtedly continue well into July.

Finally, while gearing up for On Base in the background, we've begun the Accela Mobile Office (AMO) client install on one of the extra Panasonic Tough Books and Rocky has initiated a configuration spreadsheet to jumpstart the collection of information for Accela Citizen Access. This is going to be one busy month!



Happy Birthday Haymarket Park 11 Years Old Today - 6/1/2012

Lincoln is proud of our Haymarket Park baseball stadium. Home to Nebraska Cornhusker and Lincoln Saltdog's baseball programs, construction began with ground breaking April 12, 2000. This beautiful facility opened to the public **June 1, 2001**. Many of you were around for that construction project. It has been a nice addition, now eleven years old and going strong. When the new arena is completed nearby, these two facilities will offer so much for Lincoln. I can hardly wait to attend my first event at the new arena next year. Meanwhile, let's play ball!



JIM WALKENHORST
PROJECT MANAGER

FRED A. HOKE
PROJECT SPONSOR

Our Accela project newsletter now reaches **367** people!